



Frontline Services

Adding/dropping/changing of subjects

Registrar Office

Adding/dropping/changing of subjects

Schedule of Availability of Service

Monday to Friday
8:00am – 5:00pm

Who may avail of the Service:

Students of ISU

What are the requirements:

Duly accomplished adding/dropping/changing form and Official Receipt

Duration: Four (4) minutes

How to avail of the Service:

Step	Applicant/Client	Office Activity	Duration of Activity	Fees and Charges	Person In-Charge
1	Secure dropping/changing/adding form at the Registrar's Office	Issue dropping/changing/adding form to the students	1 minute /student		Wilma Panganiban
2	Pay the adding fee at the Cashier's Office	Check the form and issue OR	1 minute per student	P20.00 for adding fee only	Amelia Martinez Genevive Garcia Eva Caingat Joy Lily Rueda Adonis Angoluan
3	Fill up the dropping/changing/adding form	Check the OR and the form if duly signed by the student & subject teacher with recommending approval by the Registration Adviser, and noted by the Dean	1 minute		Wilma Panganiban Rowena Aquino Jonathan Donato Caroline Ruiz
4	Submit form and wait for the approval of the registrar/evaluator	Approve, rectify and encode the added, dropped, changed subjects in the automation	1 minute		Mylene Manuzon Albino Gandia Ambrocia Gaffud Jonathan Donato
End of Transaction (REGISTRAR)					